

LEAVE FOR BREAST CANCER SCREENING

NYS Department of Civil Service; Legislation enacted in August 2002 (Chapter 362, Laws of 2002) amended the Civil Service Law to add section 159-b.

Male and female employees of Tompkins County are entitled to take up to four (4) hours of paid leave each calendar year, without charge to leave credits, for the purpose of breast cancer screening scheduled during the employees' regular work hours.

Male and female employees are eligible for this benefit;

Breast cancer screening includes physical exams and mammograms, and subsequent follow-up visits, for the detection of breast cancer;

Travel time is included in this four (4) hour cap;

Employees who undergo screenings outside their regular work schedule do so on their own time;

Absence beyond the four (4) hour cap must be charged to leave credits, or be unpaid (employees are not granted compensatory time off for breast cancer screenings that occur on a day off or a holiday); and

Leave for breast cancer screening is not cumulative and expires at the close of business on the last day of each calendar year.

Employees must comply with County, Department, and applicable Collective Bargaining Agreement leave policies and practices, and follow the customary leave procedures for their unit/department.

An employee must provide satisfactory medical documentation that the absence was for the purpose of screening for breast cancer, by submitting a completed "Excused Leave Form". Failure to provide appropriate documentation may result in a charge to accrued leave credits